

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.GSAAdvantage.gov>

Schedule for – Human Resources

Federal Supply Group: 738X
Contract Number: GS-02F-0127V
Contract Period: June 4, 2009 through June 3, 2014

Contractor:	KnowledgeBank, Inc. 1481 Chain Bridge Road, Suite 201 McLean, VA 22101	Business size: Small Business
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Telephone: (703) 448-8070
FAX Number: (703) 448-8465
Web Site: www.knowledgebank.us.com
E-mail: kantler@knowledgebank.us.com
Contract Administrator: Kevin Antler

For more information on ordering from Federal Supply Schedules click on the GSA Schedules button at <http://www.gsa.gov>

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s):** 595-21 – Workforce Planning, HR Assessments and Recruitment and Retention
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.** N/A
- 1c. **Hourly Rates:** See page 7 of this pricelist.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00

4. **Geographic Coverage (Delivery Area):** Domestic only.
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address.
6. **Discount:** Stated prices are net government prices.
7. **Quantity Discounts:** An additional discount of 1% for firm fixed orders exceeding \$300,000

An additional discount of 2% for firm fixed orders exceeding \$500,000
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Government purchase cards are accepted above the micro-purchase threshold.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards are not accepted above the micro-purchase threshold.
10. **Foreign Items (list items by country of origin):** None.
- 11a. **Time of Delivery:** As specified on the Task Order.
- 11b. **Expedited Delivery:** Contact contractor for items available for expedited delivery.
- 11c. **Overnight and 2-day Delivery:** Schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. **Urgent Requirements:** Schedule customer may contact the Contractor to effect faster delivery under the Urgent Requirements clause.
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, Information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment Address(es):** Same as company address.
15. **Warranty Provisions:** Contractors standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms And Conditions Of Government Purchase Card Acceptance (Any Thresholds Above The Micro-Purchase Level):** Contact Contractor.
18. **Terms And Conditions Of Rental, Maintenance, And Repair (If Applicable):** N/A
19. **Terms And Conditions Of Installation (If Applicable):** N/A
20. **Terms And Conditions Of Repair Parts Indicating Date Of Parts Price Lists And Any Discounts From List Prices (If Applicable):** N/A
- 20a. **Terms And Conditions For Any Other Services (If Applicable):** N/A
21. **List Of Service And Distribution Points (If Applicable):** N/A
22. **List Of Participating Dealers (If Applicable):** N/A
23. **Preventative Maintenance (If Applicable):** N/A
- 24a. **Special Attributes Such As Environmental Attributes, (e.g., Recycled Content, Energy Efficiency, And/Or Reduced Pollutants):** N/A
- 24b. **Section 508:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) by contacting contractor. The EIT standard can be found at: www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) Number:** 132498200
26. **Notification Regarding Registration In Central Contractor Registration (CCR) Database:** Registered

CONTRACTOR INFORMATION:

KnowledgeBank is an award-winning provider of human capital management, organizational effectiveness and learning services to organizations in the government, commercial and nonprofit sectors. Our clients include Federal agencies, state and local governments, Fortune 500 firms, small-to-mid sized companies and nonprofits. We specialize in services that cover the entire spectrum of organizational effectiveness, human capital management and learning solutions to include organizational assessment and development; workforce and succession planning; talent management and development; process evaluation and reengineering; change management and communications; strategic planning and implementation support; learning strategy and instructional systems design; executive and career coaching and mentoring; leadership development; human capital business process assessments; pay and performance management; and survey design and administration.

We deploy an integrated team of seasoned business professionals and former government executives to manage all of our engagements, where we function in the roles of trusted advisors to our Federal and commercial leaders. Our relationships with executives across Cabinet level agencies provide our customers with access to successful practices and lessons learned that inform ongoing efforts to improve efficiency and effectiveness.

KnowledgeBank offers Human Resources General Support Services across the full spectrum of human resources. Specific service categories available under this GSA schedule include Workforce Planning & Analysis; Recruitment & Placement; and HR Assessment. KnowledgeBank has deep experience and a long, successful track record of providing these services Federal government, commercial and nonprofit clients.

A representative list of our services is below or you can visit our website at www.knowledgebank.us.com.

Workforce Planning

Our workforce planning offering includes support to organizations in analyzing current workforce capacities, analyzing trends and developing workforce profiles for current and future talent requirements. We offer expertise in forecasting future demand for employee skills, competencies and staffing needs to assist organizations in developing strategic talent management plans.

KnowledgeBank offers its Workforce Planning services at the following hourly rates.

KB HOURLY GOVERNMENT PRICE SCHEDULE – WORKFORCE PLANNING

Individual Labor Category	GSA Rate w/IFF (\$)
Expert Senior Consultant	230.48
Program Manager	188.11
Project Manager	141.15
Senior Consultant	181.12
Consultant	139.81
Senior Analyst	116.38
Analyst	87.28
Junior Analyst	58.18
Sr. HR Specialist	92.19
HR Specialist	84.36

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Expert Senior Consultant

Minimum/General Experience: Possesses highly specialized expertise in areas such as Information Technology, Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management, etc. Has over 20 years of experience in areas of specialty, is a recognized industry expert, and can cite specific results achieved relative to task at hand.

Functional Responsibility: Serves in an advisory capacity to project team and to the client and provides subject matter expertise in a specialized technical area and in broader management practices. Examine current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: A Masters Degree or commensurate work experience is required.

Commercial Job Title: Program Manager

Minimum/General Experience: Most likely a Senior Executive or Principal of the company. Has significant governance experience leading large-scale project and teams. Has at least 15 years of experience in providing leadership and management to ensure the delivery of high quality products and services to large, complex organizations like government agencies or leading commercial businesses. Is well versed in Federal Acquisition Regulations (FAR) and knowledgeable in Fixed Price, Time and Materials and Cost Plus Fixed Fee contract administration. Works closely with Agency Principals or Executives to ensure overall successful performance under multiple task orders.

Functional Responsibility: Responsible for providing overall management and leadership on multiple federal contracts and for guaranteeing successful completion to ensure that performance standards are met and that major deliverables are provided on time and within budget. Examine current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Has at least a master's degree in a related field (an additional four years of work experience may be substituted for a master's degree).

Commercial Job Title: Project Manager

Minimum/General Experience: Has at least 10 years of experience managing a project staff. Must have at least 10 years of task leader or project manager experience or similar work experience.

Functional Responsibility: Oversees daily project management and project plan implementation. Responsible for ensuring the successful completion of all assigned daily tasks. Proactively seeks to identify potential obstacles that may impact on project goals and takes the necessary action to prevent or resolve problems. Ensures project performance of consulting team members is on schedule. Acts as the company's primary interface with the contracting officer technical representative (COTR) providing updates and progress reports on a regular basis. Project manager is also deeply involved in project / program delivery and as such may also act as a subject matter expert for a particular task. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Use workload analysis to assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Bachelors Degree and / or commensurate work experience

Commercial Job Title: Senior Consultant

Minimum/General Experience: A proven subject matter expert with at least 15 years of work experience in one or more of the following areas: Organization Development, Change

Management, Strategic Planning, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing, or Management Analysis. Is experienced in providing expert level counsel and advice to Federal senior executives. Can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides senior subject matter expertise and expert level counsel in support of project deliverables. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Use workload analysis to assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Consultant

Minimum/General Experience: A proven subject matter expert with at least 8 years of work experience in one or more of the following areas: Organization Development, Change Management, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing or Management Analysis. Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Is experienced in providing consulting support to Federal clients and can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides subject matter expertise and expert level counsel in support of project deliverables. Identify current gaps in HRD organization and provide recommendations on how to mitigate those gaps. Conduct workload and staffing analysis. Using workload analysis assess placement of various HRD functions to ensure clear line of sight. Support the transfer of organizational change knowledge and skills to senior HRD specialists.

Minimum Education: Two additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Senior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, data analysis, federal HR and pay administration, management analysis, budget or finance analysis and/or training analysis. Has at least 10 years of directly related work experience.

Functional Responsibility: Analyzes workforce statistical data, and trends. Reviews results of data collection and analyses and provides recommendations to consulting staff for workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, federal HR and pay administration, data analysis, budget or finance analysis and/or training analysis. Has at least 5 years of directly related work experience

Functional Responsibility: Reviews workforce statistical data, analyzes trends and documents results of data collection and analyses. Provides analysis and recommendations to consulting staff for workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Junior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, systems analysis, budget or finance analysis and/or training analysis. Has at least 1 year of work experience as a research assistant or similar experience

Functional Responsibility: Collects and reviews workforce statistical data, analyzes trends and documents results of data collection and analyses. Supports consulting staff in reviewing workforce planning strategies and developing workforce planning tools.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Senior HR Specialist

Minimum/General Experience: A proven expert with at least 15 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing expert level counsel and advice to senior executives. Can facilitate individual and group meetings with varying employee levels.

Functional Responsibility: Provides expert level counsel and advice to senior executives (and all levels of employees) and human resource program expertise in support of workforce planning

activities and in the development of workforce planning tools. Reviews statistical staffing and workforce data as part of workforce planning activities. Also may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree. SHRM Certified Senior Professional (SPHR) preferred

Commercial Job Title: HR Specialist

Minimum/General Experience: A proven expert with at least 8 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing counsel and advice to management. Able to assist in facilitation of individual and group meetings with varying employee levels.

Functional Responsibility: Provides counsel and advice to management (and all levels of employees) and human resource program expertise in support of the goals and objectives of the organization. Creates and modifies position descriptions as part of workforce planning activities. Also may analyze workforce data, functional statements and position descriptions and develop workforce profiles to be utilized in developing workforce planning tools.

Minimum Education: Must possess solid professional credentials including at least a bachelors degree (masters degree preferred) in discipline related to his or her area of expertise. Two additional years of work experience may be substituted for the master's degree. SHRM Certified Professional (PHR) or Senior Professional (SPHR) preferred.

Recruitment and Placement

Our recruitment and placement offering includes support to organizations in identifying, attracting, hiring and retaining the best and most capable staff. Our experience in both private and government sector recruitment uniquely qualifies KB to bring our clients best-in-class practices, processes and tools of both market segments. Our recruitment services have supported executive searches to entry level placement. The KB recruitment support model encompasses all phases of the hiring/recruitment lifecycle, from the preparation of vacancy announcements to closing out a successful placement.

KnowledgeBank, Inc. offers its Recruitment and Placement services at the following hourly rates.

KB HOURLY GOVERNMENT PRICE SCHEDULE – RECRUITMENT AND PLACEMENT

Individual Labor Category	GSA Rate w/IFF (\$)
Expert Senior Consultant	230.48
Program Manager	188.11
Project Manager	141.15
Senior Consultant	181.12
Consultant	139.81
Senior Analyst	116.38
Analyst	87.28
Junior Analyst	58.18
Sr. HR Specialist	92.19
HR Specialist	84.36

Commercial Job Title: Expert Senior Consultant

Minimum/General Experience: Possesses highly specialized expertise in areas such as Information Technology, Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management, etc. Has over 20 years of experience in areas of specialty, is a recognized industry expert, and can cite specific results achieved relative to task at hand.

Functional Responsibility: Serves in an advisory capacity to project team and to the client and provides subject matter expertise in a specialized technical area and in broader management practices. Provide expertise on planning and conducting a full-scale sourcing, marketing and recruitment effort to source candidates. Conducts preliminary sourcing and screening with candidates. Provides agency support and advice throughout the final interview process.

Minimum Education: A Masters Degree or commensurate work experience is required.

Commercial Job Title: Program Manager

Minimum/General Experience: Most likely a Senior Executive or Principal of the company. Has significant governance experience leading large-scale project and teams. Has at least 15 years of experience in providing leadership and management to ensure the delivery of high quality products and services to large, complex organizations like government agencies or leading commercial businesses. Is well versed in Federal Acquisition Regulations (FAR) and knowledgeable in Fixed Price, Time and Materials and Cost Plus Fixed Fee contract administration. Works closely with Agency Principals or Executives to ensure overall successful performance under multiple task orders.

Functional Responsibility: Responsible for providing overall management and leadership on multiple federal contracts and for guaranteeing successful completion to ensure that performance standards are met and that major deliverables are provided on time and within budget. Provide assistance in conducting a full-scale sourcing, marketing and recruitment effort to source candidates. Conduct preliminary sourcing and screening with candidates. Provide agency support and advice throughout the final interview process.

Minimum Education: Has at least a master's degree in a related field (an additional four years of work experience may be substituted for a master's degree).

Commercial Job Title: Project Manager

Minimum/General Experience: Has at least 10 years of experience managing a project staff. Must have at least 10 years of task leader or project manager experience or similar work experience.

Functional Responsibility: Oversees daily project management and project plan implementation. Responsible for ensuring the successful completion of all assigned daily tasks. Proactively seeks to identify potential obstacles that may impact on project goals and takes the necessary action to prevent or resolve problems. Ensures project performance of consulting team members is on schedule. Acts as the company's primary interface with the contracting officer technical representative (COTR) providing updates and progress reports on a regular basis. Project manager is also deeply involved in project / program delivery and as such may also act as a subject matter expert for a particular task. Provides feedback on job vacancy announcements. Examines assessment tools to ensure the proper recruitment elements are included. Directs a full-scale sourcing, marketing and recruitment effort to source candidates. Conducts preliminary sourcing and screening with candidates. Provides agency support and advice throughout the final interview process.

Minimum Education: Bachelors Degree and / or commensurate work experience.

Commercial Job Title: Senior Consultant

Minimum/General Experience: A proven subject matter expert with at least 15 years of work experience in one or more of the following areas: Organization Development, Change Management, Strategic Planning, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing, or Management Analysis. Is experienced in providing expert level counsel and advice to Federal senior executives. Can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides senior subject matter expertise and expert level counsel in support of project deliverables. Provides assistance with drafting job vacancy announcements. Examines assessment tools to ensure the proper recruitment elements are included. Provides support to a full-scale sourcing, marketing and recruitment effort to source candidates.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Consultant

Minimum/General Experience: A proven subject matter expert with at least 8 years of work experience in one or more of the following areas: Organization Development, Change Management, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing or Management Analysis. Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Is experienced in providing consulting support to Federal clients and can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides subject matter expertise and expert level counsel in support of project deliverables. Provides assistance with drafting job vacancy announcements. Examines assessment tools to ensure the proper recruitment elements are included. Provides support to a full-scale sourcing, marketing and recruitment effort to source candidates. Examines process of employment and reference verifications.

Minimum Education: Two additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Senior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, data analysis, federal HR and pay administration, management analysis, budget or finance analysis and/or training analysis. Has at least 10 years of directly related work experience.

Functional Responsibility: Collects data, conducts analyses and documents results of data collection and analyses. Provides expert analysis in review of classification policies and in developing position descriptions. Conducts market reviews of federal hiring practices and benchmarks successful hiring practices

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, federal HR and pay administration, data analysis, budget or finance analysis and/or training analysis. Has at least 5 years of directly related work experience

Functional Responsibility: Collects data, conducts analyses and documents results of data collection and analyses. Provides analysis in review of classification policies and in developing position descriptions. Supports the review and analysis of federal hiring practices and benchmarks successful hiring practices

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Junior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, systems analysis, budget or finance analysis and/or training analysis. Has at least 1 year of work experience as a research assistant or similar experience

Functional Responsibility: Collects data, conducts analyses and documents results of data collection and analyses. Supports the research and analysis of hiring practice. Collects and analyzes hiring data and provides trend analyses. Support benchmark studies successful federal hiring practices.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Senior HR Specialist

Minimum/General Experience: A proven expert with at least 15 years of Human Resource management work experience which includes planning, organizing, developing, implementing,

coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing expert level counsel and advice to senior executives. Can facilitate individual and group meetings with varying employee levels.

Functional Responsibility: Provides expert level counsel and advice to senior executives (and all levels of employees) and human resource program expertise in support of the goals and objectives of the organization. Provides leadership and guidance in the hiring process. Screens and interviews candidates for positions and assesses candidate qualifications. May be responsible for the development and modification of position descriptions.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree. SHRM Certified Senior Professional (SPHR) preferred.

Commercial Job Title: HR Specialist

Minimum/General Experience: A proven expert with at least 8 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing counsel and advice to management. Able to assist in facilitation of individual and group meetings with varying employee levels.

Functional Responsibility: Provides counsel and advice to management (and all levels of employees) and human resource program expertise in support of the goals and objectives of the organization. Facilitates the hiring process by screening candidates and conducting interviews. Assists in the development and modification of position descriptions.

Minimum Education: Must possess solid professional credentials including at least a bachelors degree (masters degree preferred) in discipline related to his or her area of expertise. Two additional years of work experience may be substituted for the master's degree. SHRM Certified Professional (PHR) or Senior Professional (SPHR) preferred.

HR Assessments

The breadth and depth of KB's HR subject matter expertise provides for outstanding HR assessment support to our clients. Our assessment offerings assist organizations in conducting reviews of HR programs, policies and procedures and in the identification of opportunities for improve. KB has successfully conducted numerous reviews of HR programs in both private sector and federal organizations, resulting in realistic, implementable solutions that help our clients reach their organizational goals.

KnowledgeBank, Inc. offers its HR Assessment services at the following hourly rates.

KB HOURLY GOVERNMENT PRICE SCHEDULE – HR ASSESSMENTS

Individual Labor Category	GSA Rate w/IFF (\$)
Expert Senior Consultant	230.48
Program Manager	188.11
Project Manager	141.15
Senior Consultant	181.12
Consultant	139.81
Senior Analyst	116.38
Analyst	87.28
Junior Analyst	58.18
Sr. HR Specialist	92.19
HR Specialist	84.36

Commercial Job Title: Expert Senior Consultant

Minimum/General Experience: Possesses highly specialized expertise in areas such as Information Technology, Finance, Acquisition Management, Program and Policy Administration, Organizational Development, Strategic Planning, Human Capital Management, etc. Has over 20 years of experience in areas of specialty, is a recognized industry expert, and can cite specific results achieved relative to task at hand.

Functional Responsibility: Serves in an advisory capacity to project team and to the client and provides subject matter expertise in a specialized technical area and in broader management practices. Conducts assessment/audit of HR function. Provides recommendations to address areas of risk to the organization, critical areas of HR operations which hinder organization-wide effectiveness, and staffing of the HR function. Provides briefings to management on the results of the assessment.

Minimum Education: A Masters Degree or commensurate work experience is required.

Commercial Job Title: Program Manager

Minimum/General Experience: Most likely a Senior Executive or Principal of the company. Has significant governance experience leading large-scale project and teams. Has at least 15 years of experience in providing leadership and management to ensure the delivery of high quality products and services to large, complex organizations like government agencies or leading commercial businesses. Is well versed in Federal Acquisition Regulations (FAR) and knowledgeable in Fixed Price, Time and Materials and Cost Plus Fixed Fee contract administration. Works closely with Agency Principals or Executives to ensure overall successful performance under multiple task orders.

Functional Responsibility: Responsible for providing overall management and leadership on multiple federal contracts and for guaranteeing successful completion to ensure that performance standards are met and that major deliverables are provided on time and within budget. Conducts assessment/audit of HR function. Provides briefings to management on the results of the assessment.

Minimum Education: Has at least a master's degree in a related field (an additional four years of work experience may be substituted for a master's degree).

Commercial Job Title: Project Manager

Minimum/General Experience: Has at least 10 years of experience managing a project staff. Must have at least 10 years of task leader or project manager experience or similar work experience.

Functional Responsibility: Oversees daily project management and project plan implementation. Responsible for ensuring the successful completion of all assigned daily tasks. Proactively seeks to identify potential obstacles that may impact on project goals and takes the necessary action to prevent or resolve problems. Ensures project performance of consulting team members is on schedule. Acts as the company's primary interface with the contracting officer technical representative (COTR) providing updates and progress reports on a regular basis. Project manager is also deeply involved in project / program delivery and as such may also act as a subject matter expert for a particular task. Conducts assessment/audit of HR function. Participates in interviews to learn about HR policies, procedures and practices. Provides recommendations to address areas of risk to the organization, critical areas of HR operations which hinder organization-wide effectiveness, and staffing of the HR function. Provides briefings to management on the results of the assessment.

Minimum Education: Bachelors Degree and / or commensurate work experience.

Commercial Job Title: Senior Consultant

Minimum/General Experience: A proven subject matter expert with at least 15 years of work

experience in one or more of the following areas: Organization Development, Change Management, Strategic Planning, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing, or Management Analysis. Is experienced in providing expert level counsel and advice to Federal senior executives. Can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides senior subject matter expertise and expert level counsel in support of project deliverables. Conducts assessment/audit of HR function. Participates in interviews to learn about HR policies, procedures and practices. Evaluates various HR programs. Provides recommendations to address areas of risk to the organization, critical areas of HR operations which hinder organization-wide effectiveness, and staffing of the HR function.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Consultant

Minimum/General Experience: A proven subject matter expert with at least 8 years of work experience in one or more of the following areas: Organization Development, Change Management, Human Capital Investment Strategies, Human Resource Management, Federal Pay Administration, Workforce Planning, Strategic Planning, Conflict Management, Team Building, Process Reengineering and Improvement, Training, Communication Strategy, Competitive Sourcing or Management Analysis. Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Is experienced in providing consulting support to Federal clients and can facilitate meetings / sessions with varying employee and stakeholder group levels.

Functional Responsibility: Provides subject matter expertise and expert level counsel in support of project deliverables. Conducts assessment/audit of HR function. Participates in interviews to learn about HR policies, procedures and practices. Evaluates various HR programs. Identified critical gaps in the HR Department's structure, staffing, and/or processes. Provides recommendations to address areas of risk to the organization, critical areas of HR operations which hinder organization-wide effectiveness, and staffing of the HR function.

Minimum Education: Two additional years of work experience may be substituted for the master's degree.

Commercial Job Title: Senior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit

analysis, data analysis, federal HR and pay administration, management analysis, budget or finance analysis and/or training analysis. Has at least 10 years of directly related work experience.

Functional Responsibility: Analyzes qualitative and quantitative data gathered in support of assessing HR programs and functions. Reviews results of data collection and analyses and provides recommendations to consulting staff on issues identified through the HR Assessment process.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, federal HR and pay administration, data analysis, budget or finance analysis and/or training analysis. Has at least 5 years of directly related work experience

Functional Responsibility: Reviews and analyzes data gathered in support of assessing HR programs and functions. Provides analysis and makes recommendations to consulting staff on HR program issues. Supports consulting staff in the evaluation of HR policies, procedure and practices.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Junior Analyst

Minimum/General Experience: May be specialized in one or more areas such as cost benefit analysis, management analysis, systems analysis, budget or finance analysis and/or training analysis. Has at least 1 year of work experience as a research assistant or similar experience

Functional Responsibility: Collects and reviews data gathered in support of assessing HR programs and functions. Provides analysis to consulting staff on HR program issues and supports project teams in the evaluation of HR policies, procedure and practices.

Minimum Education: An undergraduate degree in a related discipline.

Commercial Job Title: Senior HR Specialist

Minimum/General Experience: A proven expert with at least 15 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing expert level counsel and advice to senior executives. Can facilitate individual and group meetings with varying employee levels.

Functional Responsibility: Provides expert level counsel and advice to senior executives (and all levels of employees) and human resource program expertise supporting assessments of HR operations and functions. May also provide analytical support to project teams analyze HR policies procedures and processes.

Minimum Education: Must possess solid professional credentials including at least a master's degree in discipline related to his or her area of expertise. Five additional years of work experience may be substituted for the master's degree. SHRM Certified Senior Professional (SPHR) preferred

Commercial Job Title: HR Specialist

Minimum/General Experience: A proven expert with at least 8 years of Human Resource management work experience which includes planning, organizing, developing, implementing, coordinating, and directing human resources policies, programs and practices. Areas of experience typically include: employment, compensation, benefits, classification, training, career and succession planning, employee relations, recruitment, labor relations, and EEO. Is experienced in providing counsel and advice to management. Able to assist in facilitation of individual and group meetings with varying employee levels.

Functional Responsibility: Provides counsel and advice to senior executives (and all levels of employees) and human resource program expertise supporting assessments of HR operations and functions. May also provide analytical support to project teams analyze HR policies procedures and processes.

Minimum Education: Must possess solid professional credentials including at least a bachelors degree (masters degree preferred) in discipline related to his or her area of expertise. Two additional years of work experience may be substituted for the master's degree. SHRM Certified Professional (PHR) or Senior Professional (SPHR) preferred.